

JOB DESCRIPTION

JOB TITLE: Senior Clinical Assistant

GRADE: 10

JOB CODE: 2211

DATE: 3/20/95

GENERAL FUNCTION: Under immediate supervision, assists the physician and/or registered nurses in facilitating the transition of the patient/client from the registration process to the actual receipt of services by professional and technical personnel. Responsibilities would include: performing initial physical measurements and history taking including interviewing to obtain history; taking Pottinger growth chart measurements such as weight, height; collecting specimens for laboratory analysis; conducting laboratory procedures according to Clinical Laboratory Improvement Acts standards; maintain appropriate laboratory controls; and documenting services provided.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Interview patient to obtain information for medical record for new patient or to update existing file, explain services that patient may be receiving and/or answer questions raised by patient.

Perform appropriate laboratory tests according to CLIA and departmental procedures and policy and document results appropriately. These tests may include hematocrit, blood sugar, urinalysis, pregnancy testing.

Conduct appropriate laboratory controls and maintain appropriate documentation.

Take appropriate measurements of patient/client, weight, height, blood pressure, head measurement; administer developmental and PASE assessments, vision and hearing screening, etc.

Document activities and services in patient medical record.

Counsel patient regarding services of department.

Order supplies to replenish materials used by staff. Stock clinic examining rooms with necessary material to be used by staff.

Answer phone and direct calls to appropriate person.

May administer the car seat program for the department which would include instructing patients on the use of the seat belt, accounting for rental fee (if applicable) and the car seat restraints.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

JOB TITLE: Sr. Clinical Assistant (cont'd)

JOB CODE: 2211

SUPERVISION EXERCISED: May supervise other clinical or clerical support staff .

JOB SPECIFICATIONS:

Knowledge and Abilities:

Basic knowledge of grammar, spelling, punctuation and simple math and math-like percentages.

Ability to give simple oral and written instructions to clients.

Ability to extract information through oral questioning.

Ability to work with people.

Ability to read and understand moderately complex instructions, such as reagent specifications, agency protocols and standards, CLIA standards.

Knowledge of universal precautions.

Knowledge of appropriate laboratory procedures.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. Completion of an approved program in Certified Nurse Assistant, Certified Medical Administrative Assistant, or Certified Phlebotomist Program. One year of experience in Public Health or in a medical setting such as; nursing home, hospital, doctors office, with experience in providing patient care services, conducting laboratory procedures, or the collection of specimens for laboratory analysis, **OR** Two years experience in Public Health or in a medical setting such as; nursing home, hospital, doctors office, with experience in providing patient care services, conducting laboratory procedures, or the collection of specimens for laboratory analysis, **OR** An equivalent combination of education or experience or training.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.